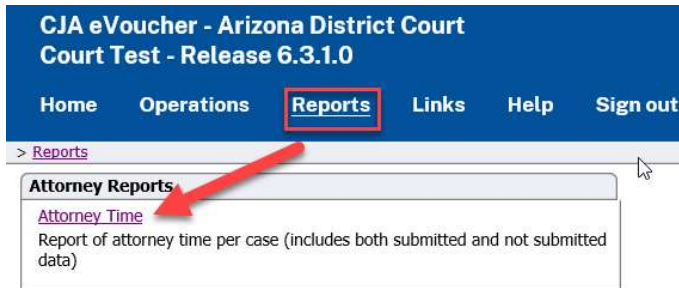# How to Review Attorney Time by Day

To verify all time billed across multiple cases on a given day, complete the following steps:

Step 1

From the menu bar, select **Reports**. On the reports page, select **Attorney Time** report.

Step 2

On the attorney time report parameter page,
(1) Select the **Start Date** and **End Date**. Best to select one date for both fields if you are verifying time entered for one day.
(2) For best results leave **Detail** field as "Complete Detail" and **Amounts** field as "Fee Calculations" which are the default selections.
(3) For **Cases to Include** field, click "Select All**"** which will allow all time entered for the selected cases for the date(s) entered to display results.
(4) Click **Run Report** button.

How to Review Attorney Time by Day (cont'd)

Step 3 ▶ Resulting report will display. Report will display with one case per page with the grand total on the last page.

Attorney Time Report for Attorney, Sample

Start Date: 10/1/2020

End Date: 10/1/2020

Detail: Complete Detail

Amounts: Fee calculations

2:19-CR-00002

Defendant: Another Defendant					
Service Type	**Date**	**Description**	**Rate**	**Hours**	**Amount**
ArraignmentPleaHours	10/1/2020	Test 1	$152.00	10.00	$1,520.00
InterviewHours	10/1/2020	Test 2	$152.00	0.50	$76.00
			Total	10.50	$1,596.00

Report Executed on: Friday, October 9, 2020

Attorney Time Report for Attorney, Sample

Start Date: 10/1/2020

End Date: 10/1/2020

Detail: Complete Detail

Amounts: Fee calculations

3:19-CR-00001

Defendant: Sample Defendant					
Service Type	**Date**	**Description**	**Rate**	**Hours**	**Amount**
ArraignmentPleaHours	10/1/2020	Sample Entry 1	$190.00	1.00	$190.00
InterviewHours	10/1/2020	Sample Entry 2	$190.00	2.00	$380.00
			Total	3.00	$570.00
		Totals For Attorney Attorney, Sample		**13.50**	**$2,166.00**

Report Executed on: Friday, October 9, 2020

How to Review Attorney Time by Day (cont'd)

Step 4 To run the report with different parameters, click **Return to Parameters**.
To close this report, click red "**X**" in upper right corner.